

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY

This Agency is charged with ensuring proper MEDICAID services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

PROVIDER REVIEW UNIT SUPERVISOR

Role Title: Program Administration Specialist II

Position #00124

Pay Band 5, Level III, Hiring Range: \$40,959 - \$84,062

Closing Date: May 12, 2008

Program Integrity Division seeks a dynamic individual to supervise the daily activities of the Provider Review Unit. This group is responsible for identifying abusive billing practices by Medicaid and SCHIP providers. The incumbent must have recent experience managing/evaluating professional and clerical staff. Must have working knowledge of current health care trends and community standards of practice. Requires comprehensive knowledge of research methodologies, and statistical reporting techniques. Must have considerable knowledge of principles and technical methods of data mining, statistical sampling and medical auditing. Requires proficiency using PC and business software such as spreadsheets and word processing. Ability to design and utilize electronic tracking systems to ensure compliance to policy preferred. Must have demonstrated ability to communicate effectively both orally and in writing. Must be able to function as team leader and team member when conducting audits. Degree with major coursework in health care, human services, business or related field preferred. An equivalent combination of training/experience in medical/financial audit or utilization review may substitute. This position requires statewide travel – must have a valid Virginia driver's license.

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the Recruitment Management System (RMS) by 5:00 p.m. on the closing dates referenced above.

FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED

Receptionist: 804-786-5408, TDD 800-343-0634

Web sites for vacancy listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: http://www.dmas.virginia.gov/ab-position_vacancies.htm

EEO/AA/ADA